

## TESTING & ASSESSMENT SUPERVISOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work organizing, implementing, and supervising testing programs for the school division; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Supervises the school division's testing programs; develops and interprets policies and procedures for testing; analyzes and reports testing results; performs related duties as assigned.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and administers the division's standardized student testing programs which includes nationally norm-referenced tests, state required tests, local alternative assessments, and locally developed criterion-referenced tests (i.e., SOL assessments, PSAT, SAT and AP Examinations).
- Develops division-wide testing policies and operational procedures to include procedures for ensuring the security of test materials.
- Interprets and ensures consistent application of policies and procedures relating to the testing function.
- Develops an annual division-wide schedule for large group testing, and consults with building administrators/instructional supervisors in the coordination of the practical elements involved, such as securing test coordinators and facilities.
- Manages testing and assessment of school administration.
- Supervises, trains and coordinates the activities of school test coordinators.
- Manages the ordering, distribution, inventory, collection, and scoring of testing materials.
- Analyzes/interprets group testing results, and prepares/presents reports and statistics to the School Board, staff and various interest groups in an accurate, understandable and timely manner.
- Acts as a liaison with the Division of Assessment and Reporting of the Virginia Department of Education regarding the implementation of student testing programs and reporting of results.
- Communicates on a regular basis through meetings/professional development modules on issues related to state changes/expectations in regards to the Standards of Learning assessment program.
- Supervises and evaluates assigned staff in the day-to-day operation of the testing function.
- Prepares and monitors the program's budget.
- Evaluates the division's testing program on a continuing basis and recommends changes as necessary.
- Ensures compliance with applicable federal, state, and local laws and regulations.
- Ensures the maintenance of complete and accurate historical files on testing results.
- Serves on special committees related to testing and assessment services as necessary.
- Provides technical expertise to school and Division administration on the use and analysis of data derived from the Division data analytics tools.
- Serves as the Division liaison to vendors for the Division data analytics tools.
- Serves as a member of the Division level VTSS leadership team which includes attending all meetings, delivering professional development to schools and central office personnel and completing data integration tasks with the Division IT manager.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of educational testing administration; thorough knowledge of the principles, practices, and regulations of educational testing programs; excellent interpersonal, organizational, presentation and communication skills are required; must possess the ability to establish and maintain effective working relationships with school administrators, staff and the public.

### **EDUCATION AND EXPERIENCE:**

A Master's degree required in education or related field; a Virginia teaching license; an endorsement in Supervision and Administration preferred; minimum of three years of exemplary teaching within the field of education, preferably at grade/subject areas directly aligned to the Virginia testing program.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general

surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.